

**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS –  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**of the**

**Borough of Norwood Board of Education  
Norwood, New Jersey**

**For the Fiscal Year Ended June 30, 2016**

**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Tax ID Number 22-6002570

***T. M. Vrabel & Associates, LLC***  
***Accountants and Auditors***

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***Timothy M. Vrabel, RMA, PSA***  
***Chris C. Hwang, CPA***

Report of Independent Auditors

Honorable President and  
Members of the Board of Education  
Borough of Norwood School District  
County of Bergen, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Borough of Norwood School District in the County of Bergen for the year ended June 30, 2016, and have issued our report thereon dated September 30, 2016.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the Borough of Norwood Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.



Timothy M. Vrabel  
Public School Accountant  
License No. CS000698



Chris C. W. Hwang  
Certified Public Accountant  
License No. CC033704

Dated: September 30, 2016

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## **Administrative Findings – Financial, Compliance and Performance**

### Scope of Audit

The audit covered the financial transactions of the Board/School Business Administrator and the Treasurer of School Moneys, the activities of the Board of Education and the records of the various funds under the auspices of the Board of Education.

### Administrative Practices and Procedures

#### Insurance

Insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's CAFR.

#### Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Louise A. Napolitano	School Business Administrator/Board Secretary	\$50,000.00

School Business Administrator was not bonded in accordance with provisions of Title 18A:17-32 within the minimum limits of State Board promulgated schedules. The bond has been increased in 2016-2017.

There is Public Employee's Dishonesty coverage through the School Package Policy covering all other employees with multiple coverage of \$100,000.00

#### Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges for the school year 2014-2015 was made. The actual costs were more than estimated costs. The Board made an adjustment in the school year 2015-2016 to the billings to sending districts for the increase in per pupil costs in accordance with N.J.A.C. 64A:23A-3.1 (f)3.

### Financial Planning, Accounting and Reporting

#### Examination of Claims

Claims paid during the period under review were examined on a test basis to determine that they are submitted on Board vouchers, itemized, signed by the officials as to approval for payment, endorsement for receipt of materials, allocated to the proper accounts, charged to the proper fiscal period and in agreement with bill list set forth in the approved minutes of the Board.

The review and inquiry indicate good scrutiny on the part of the Board and Board Officials regarding expenditures.

## Financial Planning, Accounting and Reporting (Continued)

### Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and the Board's required payroll contributions were deposited in the Payroll agency Account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary.

Salary withholdings were promptly remitted to the proper agencies.

An inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable.

### Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2 (f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. As a result of the procedures performed no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

#### A. General Classification Findings

Not Applicable

#### B. Administrative Classification Finding

Not Applicable

### Board Secretary's Records

The prescribed contractual order system was followed.

Monthly certifications of line-item appropriations and fund status were filed in accordance with N.J.A.C. 6A:23A-16.10 (c) and Division of Finance Policy Bulletin 200-11.

Acknowledgment of the Board's receipt of the Board Secretary's and Treasurer's monthly financial reports was included in the minutes.

The school district's double entry system of accounting records were maintained in accordance with the Department of Education's prescribed GAAP Technical Systems Manual, pursuant to N.J.S.A. 18A:4-14 and N.J.A.C. 6A:23-2.1.

## **Financial Planning, Accounting and Reporting (Continued)**

### **Board Secretary's Records (Continued)**

The general fixed asset records were updated for the additions and disposals of general fixed assets made during the year.

All budget appropriation transfers and appropriation of Fund Balance/Additional Revenues were in accordance with N.J.A.C. 6A:23A.

The Board Secretary performed cash reconciliations for the general operating account, capital projects fund, payroll account and payroll agency account in accordance with N.J.S.A. 18A:17-36.

All cash receipts tested were promptly deposited.

Elementary and Secondary Education Act of 1965 (E.S.E.A.), as amended by the No Child Left Behind Act of 2001

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The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Title III of the Elementary and Secondary Education Act as amended.

### **Other Special Federal and/or State Projects**

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

The financial exhibits are contained within the Special Revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

### **T.P.A.F. Reimbursement**

Our audit procedures included a test of the amount claimed for reimbursement filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

## **School Purchasing Programs**

### **Contracts and Agreements Requiring Advertisement for Bids**

Effective April 7, 2000, N.J.S.A. 18A:18A (Public School Contracts Law) was revised by P.L. 1999, c. 440 (originally known as Assembly bill No. 35190). The associated rules were drafted by the Division of Local Government Services in the Department of Community Affairs, with consultation from the Commissioner of Education.

## **School Purchasing Programs(Continued)**

### **Contracts and Agreements Requiring Advertisement for Bids (Continued)**

Effective July 1, 2013 and thereafter the bid threshold in accordance with N.J.S.A. 18A:39-3 (Transportation) is \$18,300.00.

Effective July 1, 2015 and thereafter the bid threshold in accordance with N.J.S.A. 18A:18A-3 (as amended) is \$29,000.00 or \$40,000.00 with a Qualified Purchasing Agent

In accordance with N.J.S.A. 18A:18A-3a., the Board of Education has set the bid threshold at \$40,000.00.

It is pointed out that the Board of Education has the responsibility of determining whether the commitments and expenditures are in compliance with the statutes and, where question arises as to whether any contract or agreement might result in violation of these statutes the Board attorney's opinion should be sought before commitment is made.

Inasmuch as the system of records is not required to provide and therefore did not provide for an accumulation of payments by categories for the performance of any work or the furnishings or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear cut violations existed. None were disclosed.

The results of our examination indicated that no individual payments, contracts or agreements were made "for the provision or performance of any goods or services," in excess of the statutory limit where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

The system of records is not required to provide and therefore did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal however, that the following purchases were made through the use of State contracts: School Supplies and Computer Supplies.

### **Student Activity Funds**

A cash receipts and disbursement records were maintained in satisfactory condition.

All receipts were promptly deposited in the bank.

Payment authorizations were presented for audit and vendor invoices were available for examination.

The Board adopted a formal board policy that all financial and bookkeeping controls are adequate to ensure appropriate fiscal accountability and sound business practices.

### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2015 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income and bilingual education. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

The district has adequate written procedures for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2015-2016 District Report of Transported Resident Student (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Facilities and Capital Assets**

Our review of the SDA grant agreements disclosed that the recording of SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction were performed subsequent to the signing of the agreements.

### **Status of Prior Years' Audit Findings/Recommendations**

Not Applicable

### **Acknowledgment**

We wish to express our appreciation for the assistance and courtesies extended to us by Board officials and employees during the course of our audit.



BOARD OF EDUCATION  
BOROUGH OF NORWOOD

APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2015

	2016-2017 Application for State School Aid						Sample for Verification				Private Schools for Disabled						
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Half Day Preschool 3 Years Old					-	-					-	-					
Full Day Preschool 3 Years Old																	
Half Day Preschool 4 Years Old																	
Full Day Preschool 4 Years Old																	
Half Day Kindergarten					-	-					-	-					
Full Day Kindergarten	58		58		-	-	58		58		-	-					
One	61		61		-	-	61		61		-	-					
Two	57		57		-	-	57		57		-	-					
Three	58		58		-	-	58		58		-	-					
Four	54		54		-	-	54		54		-	-					
Five	58		58		-	-	58		58		-	-					
Six	59		59		-	-	59		59		-	-					
Seven	68		68		-	-	68		68		-	-					
Eight	44		44		-	-	44		44		-	-					
Nine					-	-					-	-					
Ten					-	-					-	-					
Eleven					-	-					-	-					
Twelve					-	-					-	-					
Post-Graduate					-	-					-	-					
Adult H.S. (15+CR.)					-	-					-	-					
Adult H.S. (1-14CR.)	-	-	-	-	-	-	-	-	-	-	-	-					
Subtotal	517	-	517	-	-	-	517	-	517	-	-	-					
Sp Ed - Elementary	31		31		-	-	31		31		-	-	1	1	1	-	-
Sp Ed - Middle School	29		29		-	-	29		29		-	-	1	1	1	-	-
Sp Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	60	-	60	-	-	-	60	-	60	-	-	-	2	2	2	-	-
Co. Voc. - Regular					-	-					-	-					
Co. Voc. FL Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	577	-	577	-	-	-	577	-	577	-	-	-	2	2	2	-	-
Percentage Error					0.00%	0.00%					0.00%	0.00%					0.00%

SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)

BOARD OF EDUCATION  
BOROUGH OF NORWOOD

APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2015

	Resident Low Income					
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool			-			-
Full Day Preschool			-			-
Half Day Kindergarten			-			-
Full Day Kindergarten			-			-
One			-			-
Two			-			-
Three			-			-
Four			-			-
Five			-			-
Six			-			-
Seven			-			-
Eight			-			-
Nine			-			-
Ten			-			-
Eleven			-			-
Twelve			-			-
Post-Graduate			-			-
Adult H.S. (15+CR.)			-			-
Adult H.S. (1-14CR.)			-			-
	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Special Education - Elementary			-			-
Special Education - Middle School			-			-
Special Education - High School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Co. Voc. - Regular			-			-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-
Totals	-	-	-	-	-	-
Percentage Error			0.00%			0.00%

SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)

BOARD OF EDUCATION  
BOROUGH OF NORWOOD

APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2015

	Resident LEP Low Income						Resident LEP NOT Low Income					
	Reported on A.S.S.A.	Reported on Workpapers		Sample Selected from	Verified to Application and Register	Sample	Reported on A.S.S.A.	Reported on Workpapers		Sample Selected from	Verified to Application and Register	Sample
	as Low Income	as Low Income	Errors	Workpapers		Errors	as Not Low Income	as Not Low Income	Errors	Workpapers		Errors
Half Day Preschool			-			-			-			-
Full Day Preschool			-			-			-			-
Half Day Kindergarten			-			-			-			-
Full Day Kindergarten			-			-	4	4	-	4	4	-
One			-			-	4	4	-	4	4	-
Two			-			-	2	2	-	2	2	-
Three			-			-	3	3	-	3	3	-
Four			-			-	1	1	-	1	1	-
Five			-			-	2	2	-	2	2	-
Six			-			-	3	3	-	3	3	-
Seven			-			-	3	3	-	3	3	-
Eight			-			-	1	1	-	1	1	-
Nine			-			-			-			-
Ten			-			-			-			-
Eleven			-			-			-			-
Twelve			-			-			-			-
Post-Graduate			-			-			-			-
Adult H.S. (15+CR.)			-			-			-			-
Adult H.S. (1-14CR.)			-			-			-			-
Subtotal			-			-	23	23	-	23	23	-
Sp Ed - Elementary			-			-	1	1	-	1	1	-
Sp Ed - Middle School			-			-			-			-
Sp Ed - High School			-			-			-			-
Subtotal			-			-	1.0	1.0	-	1.0	1.0	-
Co. Voc. - Regular			-			-			-			-
Co. Voc. Ft. Post Sec.			-			-			-			-
Totals			-			-	24	24	-	24	24	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

SCHEDULE OF AUDITED ENROLLMENTS (CONCLUDED)									
BOARD OF EDUCATION BOROUGH OF NORWOOD									
APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2015									
Bilingual Education									
	Reported on A.S.S.A. as Bilingual Education	Reported on Workpapers as Bilingual Education	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors			
Bilingual Students	23	23	-	23	23	-			
Percentage Error			0.00%			0.00%			
Transportation									
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors			
Reg. Public Schools	34	34	-	34	34	-			
Reg. Special Ed.	8	8	-	8	8	-			
Transported - Non-Public	11	11	-	11	11	-			
Special Needs	11	11	-	11	11	-			
Totals	64	64	-	64	64	-			
Percentage Error			0.00%			0.00%			
							Reported	Re-Calculated	
							Avg. Mileage - Regular Including Grade PK students	4.0	4.0
							Avg. Mileage - Regular Excluding Grade PK students	4.0	4.0
							Avg. Mileage - Special Ed with Special Needs	6.5	6.5

**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

2015-16 Total General Fund Expenditures per the CAFR, EX. C-1	\$ <u>10,675,458.84</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>664,921.64</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2015-16 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>10,010,537.20</u>	(B3)
2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02]	\$ <u>200,210.74</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000.00</u>	(B5)
Increased by: Allowable Adjustments*	\$ <u>4,515.00</u>	(BK)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ <u>254,515.00</u>	(M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/2016 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>3,402,633.74</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>205,847.13</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>40,000.00</u>	(C3)
Other Restricted Fund Balances ****	\$ <u>2,866,786.61</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ _____	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u>290,000.00</u>	(U1)

**SECTION 3**

Restricted Fund Balance - Excess Surplus\*\*\*[(U1)-(M)] IF NEGATIVE ENTER-0- \$ 40,000.00 (E)

**Recapitulation of Excess Surplus as of June 30, 2016**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>40,000.00</u> (C3)
Reserved Excess Surplus ***[(E)]	\$ <u>40,000.00</u> (E)
Total Excess surplus [(C3) + (E)]	\$ <u>80,000.00</u> (D)

Footnotes:

- \* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
  - (H) Federal Impact Aid. The passage of P.L. 2015, c. 46 amended N.J.S.A.18A;7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve - General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4).
  - (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10)
  - (J1) Extraordinary Aid
  - (J2) Additional Nonpublic School Transportation Aid
  - (J3) Recognized current year School Bus Advertising Revenue
  - (J4) Family Crisis Transportation Aid

Note to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid and Additional Nonpublic School Transportation Aid.

**Detail of Allowable Adjustments**

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ _____ (J1)
Additional Nonpublic School Transportation Aid	\$ <u>4,515.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____ (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u>4,515.00</u> (K)

- \*\* This amount represents the June 30, 2015 Excess Surplus (C3 above) and must be included in the Audit Summary worksheet Line 90031.
- \*\*\* Amounts must agree to the June 30, 2016 CAFR and must agree to Audit Summary Worksheet Line 90030.
- \*\*\*\* Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government must have departmental approval. District requests should be submitted to the Division of Finance and Regulatory Compliance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal

\$ \_\_\_\_\_

Sale/lease-back reserve

\$ \_\_\_\_\_

Capital reserve

\$ 2,866,786.61

Maintenance reserve

\$ \_\_\_\_\_

Emergency reserve

\$ \_\_\_\_\_

Tuition reserve

\$ \_\_\_\_\_

School Bus Advertising 50% Fuel Offset Reserve - current year

\$ \_\_\_\_\_

School Bus Advertising 50% Fuel Offset Reserve - prior year

\$ \_\_\_\_\_

Impact Aid General Fund Reserve (Sections 8002 and 8003)

\$ \_\_\_\_\_

Impact Aid General Fund Reserve (Sections 8007 and 8008)

\$ \_\_\_\_\_

Other state/government mandated reserve

\$ \_\_\_\_\_

[Other Restricted Fund Balance not noted above]\*\*\*\*

\$ \_\_\_\_\_

Total Other Restricted Fund Balance

\$ 2,866,786.61 (C4)